

Capital Planning Committee Meeting Minutes December 4, 2014

In attendance were:

Steve Andrew
Andrew Flanagan
Charles Foskett
Mike Morse
Brian Rehrig
Diane Johnson
Ruth Lewis
Anthony Lionetta
Barbara Thornton

Also in attendance: Eve Margolis

* Denotes those not in attendance

- **Meeting Opened:** Agenda and other materials were distributed to the CPC.
- **Community Safety Building Update:** Jon Cole and Chief Ryan were in attendance to discuss the reasons for the increase in cost for the third (and final phase) of the Community Safety Building project. An additional \$1.5 million is now being requested, raising the Phase 3 cost to \$8 million (\$6.5 million is currently in the Capital Plan). The current estimate is based on 50% Construction Documents.

Jon Cole provided a summary listing of major items/costs contributing to the increase. These are, in part, related to items of work that were not included in the 2009 Evaluation that was done. They are also related, in part, to ideas garnered from visits to other facilities (including Wayland and Watertown). Another update to the estimate is expected towards the end of December.

Charlie Foskett raised the point that proposed technologies to be purchased under Phase 3 should (as appropriate) be compatible with other Town facilities, as well as with planned future applications. Tony Lionetta questioned the inclusion of a line item in the estimate for overtime pay (capitalizing labor). Other departments have not included such a line item in their building projects. Chief Ryan explained that this cost is related to providing security during the construction process. The need for providing is not questioned just the manner of paying for it.

- **Review of Minutes:** The memorandum of the November 20 meeting was reviewed and approved.
- **Projects/Other Items:** Andrew Flanagan reported that the Central Fire Station Rehab project is at 45% completion and going well. Completion is expected in April of 2015. Also noted, was that next week, Phase 2 of the Community Safety Building should come to

an end. The building appears to be water tight. Yet to be determined is the length of the extended warranty period to be provided to the Town.

Lastly, Diane Johnson reported that the Town heard back from the MSBA on the High School application. The indication is that the Town has a solid application and is 50th on the list of project. However, the MSBA will only be funding 14 schools next year. The Town will be submitting an application for Stratton School under the Repair Program, as soon as the application window is opened. This program funds certain limited improvements, such as windows and roofs.

- **Rental Property Report:** Andrew Flanagan presented an Updated Report on Rental Property owned by the Town. The report provides detail information on properties, including tenants, lease expiration, revenues and P/L statistics. Generally, properties operate in the black. There was discussion about accounting for depreciation, as well as the cost of future capital investments that will be required to preserve these building.
- **Police Requests:** Brian Rehrig reported on the Subcommittee's review of Police Department Requests (memo provided). Highlighted comments included that following:
 - Radio Upgrade/ Replacement (\$14k, FY16-19). There was discussion again whether this is capital or operating item. (replacing batteries) Ruth Lewis will extract a report outlining how the funds have been spent in the past for discussion at the next meeting.
 - Speed Trailer (\$15k, FY16). This is requested to replace a stolen unit.
 - License Plate Reader (\$25k, FY16). CPC voted against this request.
 - Security Systems and Evidence Processing Equipment can be dropped from the plan, because they are part of the Phase 3 project.

Relative to the Community Safety Building Phase 3 Project, the Subcommittee was asked to inquire further into the estimated amounts of additional cost items identified at the onset of the meeting by Jon Cole and Chief Ryan. Per the new policy recently adopted by the CPC, detailed quotes and / or cost breakdowns are required. The CPC will have to debate these additional items and costs at a future meeting given the adverse impact on other requests.

- **Treasurer Requests:** Steve Andrew reported on the Subcommittee's review of Treasurer Requests (memo provided). There was discussion about the need for the Office Security system, as well as the Financial Application Study. Further discussion is needed.
- **Next meeting:** December 11.

Adjournment